

# **WATERCOURSE PERMIT**

## **An Applicant's Guide to Procedures** (Revised 1/96)

### **WHEN IS IT NECESSARY TO OBTAIN A WATERCOURSE PERMIT?**

- (a) The drainage area above the point of act is greater than one square mile; or
- (b) The watercourse within such drainage area has been improved and is operated and maintained by a public agency; or
- (c) Development in the area upstream has concentrated or channeled the flow so as to create a flood hazard to downstream property; or
- (d) The applicant is not applying for a grading permit and has the desire to construct, alter, place or remove any structure in, upon or across a watercourse; or
- (e) Acts contemplated would impair, impede or accelerate the flow of water in a watercourse.

### **WHERE TO FILE?**

Department of Public Works, Land Development Division, Flood Control Counter, County of San Diego, 5201 Ruffin Road, Suite D, PAPP, San Diego, CA 92123

### **WHAT IS REQUIRED FOR A COMPLETE APPLICATION?**

Submit the following information:

1. Application for Watercourse Permit form.
2. Description of proposed work.
3. Vicinity sketch.
4. Plot plan showing site location, property lines, and watercourse.
5. Four (4) blue-line sets (5 if landscape and irrigation required) of construction plans showing proposed improvements and location of structures near the site, topographical contours, elevations, and dimensions. Plans shall be submitted with standard notes and dimensions (2'x 3').
6. Quantity of excavation and fill involved shall be included on the plans and application.
7. The construction cost and how it was derived, i.e., engineers estimate.

8. Application for an environmental Impact Initial Study and a \$1,500.00 Environmental Processing Deposit, if applicable - determined by the first plan check. An additional Administrative Processing Fee of \$ 626.00 is also required.
9. Estimated start and complete dates of proposed work.
10. Hydraulic and structural calculations to support the design of the proposed construction. A "HEC-2 analysis" may be required. Also, include the drawing numbers for the San Diego Regional Standard Drawings utilized.
- \* General HEC-2 cross-section layout and modeling procedures, including bridges and floodways, may be found in the current HEC-2 Water Surface Profiles User's Manual, available from:

The Hydrologic Engineering Center  
Corps of Engineers, U.S. Army  
609 Second Street  
Davis, CA 95616

11. Watercourse Permit Filing Fee and Deposit determined by County Code Section 88.203.
12. For dams, the following information is to be submitted with plans:
  - a. Information on the soil
  - b. Typical sections with stability calculations
  - c. Compaction
  - d. Spillway details
  - e. Hydrologic and hydraulic calculations

## **PROCEDURE**

Your application is reviewed by the Department of Public Works. A check is made to determine if work should be accomplished under a Grading Permit in lieu of a Watercourse Permit. The permit is issued based on approval of all plans. Prior to commencement of work, applicant is to inform DPW Construction Inspection Section and an inspection will be made to insure compliance with the plans and permit.

## **BONDING**

If the value of work exceeds \$3,000.00, a surety bond (security) is required before a permit may be issued, usually in the amount of 30% of the engineer's estimate.

## **PERMIT FEES**

Applicant will be required to open a watercourse permit account in the amount of \$380.00, (minimum) deposit and a \$50.00 permit administrative processing fee. Application for Environmental Initial Study (A.E.I.S.) may be required (\$1,500.00 Environmental Processing Deposit) and a \$625 administrative processing fee will be determined after the first plan check. Inspection deposit will be collected at the time permit is issued. Material testing deposit may be collected, if needed, at time of permit issuance. (See fee schedule).

## **PROCESSING TIME**

Each permit requires an environmental review. If the project is found to be environmentally significant, an Environmental Impact Report (EIR) will be required. The processing time for that report is approximately two months. Plan checks will take about 10 days. The project may require referral to the Department of Planning and Land Use for a determination of consistency with the San Diego County General Plan.

## **SUGGESTIONS**

The following suggestions should be considered, when obtaining stream cross sections, to obtain better results when using the water surface profile program:

1. Cross sections are needed at points where the stream flow gradient changes.
2. Cross sections are needed at points of concentration or expansion of the channel.
3. Cross sections are needed in tributaries immediately above the confluence and in the main stem immediately below the confluence.
4. Cross sections are needed to represent Manning's 'n' Values whenever possible.
5. Cross sections are required immediately above, through and below control sections, such as weirs, (i.e., in many cases, roads and road dip sections).
6. Careful consideration should be given to selecting the distances between cross sections so that they represent, as much as possible, the average slope and hydraulic characteristics of the channel. Short distances between cross sections are required in areas of steep bed slope or where 10-20 percent change in velocity may be expected between cross sections.
7. Cross sections should extend vertically to exceed the anticipated elevation of the maximum water surface profile to be computed.

# APPLICATION FOR WATERCOURSE PERMIT

ORDINANCE NO. 3172 (N.S.).

APPLICANT'S INFORMATION			PERMIT																							
OWNER		PHONE	CAL. COORD. _____ - _____ H.P.S. _____																							
OWNER'S ADDRESS			WORK OR ACTS PERMITTED																							
SITE ADDRESS																										
LEGAL DESCRIPTION		MAP NO.																								
SUBDIVISION NAME																										
PLANS BY CIVIL ENGINEER		R.C.E. NO.																								
ADDRESS		PHONE	SURETY BOND																							
CONTRACTOR		STATE LICENSE	BOND NO.																							
ADDRESS		PHONE	SURETY COMPANY																							
DURATION OF PERMIT			SURETY ADDRESS																							
PROPOSED SCHEDULE OF OPERATIONS (DATE)			DATE FILED																							
			REC'D BY																							
I HEREBY ACKNOWLEDGE THAT I HAVE READ THE APPLICATION AND STATE THAT THE INFORMATION I HAVE PROVIDED IS CORRECT AND AGREE TO COMPLY WITH COUNTY ORDINANCES AND STATE LAWS REGULATING WATERCOURSES, AND THE PROVISIONS AND CONDITIONS OF ANY PERMIT ISSUED PURSUANT TO THIS APPLICATION  SIGNATURE OF PERMITTEE _____  OWNER OR AUTHORIZED AGENT _____			CASH DEPOSIT																							
			RECEIPT NO.																							
VALUE OF WORK \$  PLAN CHECK FEE DEPOSIT \$  PLAN CHECK FEE \$ ADDITIONAL \$ CREDIT* \$  PERMIT FEE \$ FINAL PAYMENT \$			REC'D BY																							
			THE FOLLOWING APPROVED DOCUMENTS WHEN CHECKED ARE A PART OF THIS PERMIT.  <div style="display: flex; justify-content: space-between;"> <div>             _____ VICINITY MAP              _____ CONSTRUCTION PLANS              _____ SPECIFICATIONS              _____ GRADING PLANS              _____ OTHER           </div> <div>             _____ SOILS REPORT              _____ HYDROLOGY COMPS.              _____ HYDRAULIC CALCS.              _____ COST ESTIMATE              _____ STRUCTURAL DESIGN           </div> </div>																							
* CREDIT TO BE APPLIED TO PERMIT FEE PLAN CHECK APPROVED BY: _____ DATE: _____ PERMIT VALIDATION BY: _____ DATE: _____			SPECIAL CONDITIONS OF THIS PERMIT																							
			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">PROGRESS REVIEWS</th> <th style="width: 20%;">DATE</th> <th style="width: 20%;">REVIEWER'S SIGNATURE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			PROGRESS REVIEWS	DATE	REVIEWER'S SIGNATURE																		
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FINAL CERTIFICATION REQ'D																										
WORK COMPLETED																										
SURETY BOND RELEASED																										

## NOTE

THIS DEPARTMENT IS TO BE NOTIFIED AT LEAST  
24 HOURS PRIOR TO THE BEGINNING OF WORK.

**PLEASE NOTE:** To avoid delay in processing your application, the information you supply below must be **COMPLETE, ACCURATE AND CONSISTENT** with the information on the map and other documents on your application.

APPLICANT — Please complete the following DATE \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_-

APPLICANT ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_-

ENGINEER NAME \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_-

ENGINEER ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_-

OWNER NAME \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_-

OWNER ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_-

PROJECT NAME \_\_\_\_\_

PROJECT PARCEL NO \_\_\_\_\_-\_\_\_\_-\_\_\_\_ TAX RATE AREA \_\_\_\_\_-

PROJECT ADDRESS \_\_\_\_\_

BETWEEN \_\_\_\_\_ AND \_\_\_\_\_

CASE \_\_\_\_\_

JURISDICTION C N REVIEWED BY \_\_\_\_\_

PROJECT DESCRIPTION \_\_\_\_\_ USE CLASS \_\_\_\_\_

COMMUNITY PLAN \_\_\_\_\_

SUPERVISOR DISTRICT \_\_\_\_ STATE COASTAL (Y/N) \_\_\_\_ LOTS \_\_\_\_\_

PROPOSED RESIDENTIAL UNITS:  
COASTAL SAGE(Y/N) \_\_\_\_ LEGAL LOT(Y/N) \_\_\_\_ INFO NOT AVAIL \_\_\_\_

HABITAT LOSS PERMIT REQUIRED (Y/N) \_\_\_\_ M.S.C.P. REQUIRED (Y/N) \_\_\_\_

ATTACHED \_\_\_\_\_ DETACHED \_\_\_\_\_ MULTI \_\_\_\_\_

ZONING EXISTING \_\_\_\_\_

PROPOSED \_\_\_\_\_

SPECIAL AREA REGULATIONS \_\_\_\_\_ SITE PLAN REQUIRED (Y/N) S# \_\_\_\_\_

**WATERCOURSE PERMIT \_\_\_\_\_**

**Right-of-Entry** – Permission is hereby granted to the Department of Public Works of the County of San Diego, or its authorized agents, to enter upon, the undersigned Permittee(s)/Owner(s) property for the sole purpose of inspecting the site for purposes of this watercourse permit.

**Hold-Harmless** – The undersigned Permittee(s)/Owner(s) further understand(s) and agree(s) to defend, preserve, and save Harmless the County of San Diego and each officer, employee and independent contractor thereof from any liability or responsibility for any accident, loss or damage to persons or property, happening or occurring as the proximate result of any of the entry, inspection or any work performed as a result of such entry and, inspection, and that all of said liabilities are hereby assumed by the Permittee(s)/Owner(s).

Permittee(s)/Owner(s) further agree(s) to protect the County, its officers and employees from all liability or claim because of, or arising out of, the use of any patent or patented article in conjunction with the construction of the repair work required by this agreement.

\_\_\_\_\_  
Permittee/Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permittee/Owner

\_\_\_\_\_  
Permittee/Owner

**NOTIFICATION OF THREATENED SPECIES LISTING OF THE  
CALIFORNIA GNATCATCHER  
UNDER THE FEDERAL ENDANGERED SPECIES ACT OF 1973**

On March 25, 1993, the United States Department of the Interior listed the California gnatcatcher as a "threatened species", requiring Federal protection of the songbird under the provisions of the Endangered Species Act of 1973 and all amendments thereto.

Please be informed that the coastal sage scrub and other habitats upon which this species depends is located throughout many areas of San Diego County. It is the responsibility of all persons anticipating development activities in these areas that may adversely affect this species to comply with the provisions of the Endangered Species Act.

The Act prohibits anyone from "taking" a gnatcatcher, which includes killing, harming, or harassing the species, or destruction of its habitat. By proposing a Section 4(d) rule under the Act, Secretary Babbitt has indicated his intention to allow the U.S. Fish and Wildlife Service to define conditions associated with certain land use activities under which take of a gnatcatcher would not be a violation of the Act. If there is a possibility of the presence of gnatcatchers or gnatcatcher habitat on your property, you are advised to contact the local office of the U.S. Fish and Wildlife Service for specific advice and information.

**NOTICE**

It is the applicant's responsibility to determine whether the subject property contains a coastal sage scrub plant community. Such a plant community is habitat for the Coastal California gnatcatcher. The Federal Government recently listed the gnatcatcher as a threatened species under the Federal Endangered Species Act of 1973 (16 U.S.C. Section 1531 et seq.). THE LISTING MAY RESULT IN AN APPLICANT'S INABILITY TO PROCEED WITH HIS/HER PROJECT WITHOUT A PERMIT FROM THE FEDERAL GOVERNMENT IF THE SPECIES OR ITS HABITAT ARE PRESENT ON THE PROJECT SITE. It is advisable to contact the United States Fish and Wildlife Service to determine the applicability of the prohibitions under the Act to each applicant's property. THE ISSUANCE OF THIS PERMIT BY THE COUNTY OF SAN DIEGO DOES NOT AUTHORIZE THE APPLICANT FOR SAID PERMIT TO VIOLATE ANY FEDERAL, STATE OR COUNTY LAWS, ORDINANCES, REGULATIONS OR POLICIES INCLUDING BUT NOT LIMITED TO THE FEDERAL ENDANGERED SPECIES ACT AND ANY AMENDMENTS THERETO.

I hereby acknowledge by my signature that I have read and understand this notice.

\_\_\_\_\_  
Applicant/Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assessor Parcel Number(s)

\_\_\_\_\_  
Property Address